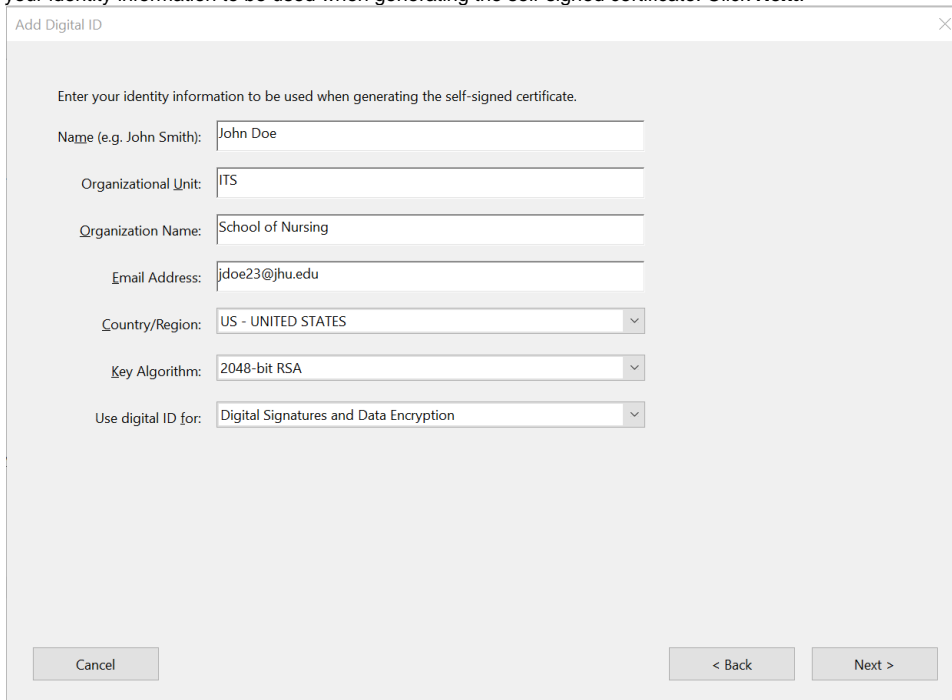


Creating An Adobe Digital ID and Signing/Securing a PDF Document

The following should help you create a Digital ID in Acrobat and sign a document with Adobe Reader DC. We have adapted these instructions from Adobe's support article and attempted to simplify them. You can reference Adobe's instructions with the following link if something in our condensed steps is not clear. <https://helpx.adobe.com/acrobat/using/digital-ids.html>

Creating a Digital ID/Signature in Acrobat

1. Open Adobe Acrobat and navigate to '**Edit**' at the top. Click on '**Preferences**'.
2. Under **Categories**, click on '**Signatures**'. Click '**More**' next to '**Identities & Trusted Certificates**'.
3. Click '**Add ID**'.
4. Select '**A new digital ID I want to create now**'. Click **Next**.
5. Select '**New PKCS#12 digital ID file**'. Click **Next**.
6. Enter your identity information to be used when generating the self-signed certificate. Click **Next**.



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe

Organizational Unit: ITS

Organization Name: School of Nursing

Email Address: jdoe23@jhu.edu

Country/Region: US - UNITED STATES

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

7. Do not change the '**File Name**' path. Enter a '**Password**' for your Digital ID and click '**Finish**'.

Signing a PDF with a Digital ID/Signature

1. Open the PDF file that requires a digital signature.
2. Click on '**Tools**' and select '**Certificates**'.
3. Select '**Digitally Sign**'. In the document, left click and drag out the area of the document where you would like the signature to appear. Click '**Sign**'

4. Choose the Digital ID that you want to use for the signing. Click **'Continue'**.

The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. Below the title bar, it says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. There is a list of digital IDs, with the first one selected: "John Doe (Digital ID file)" with a subtext "Issued by: John Doe, Expires: 2025.07.14" and a "View Details" link. At the bottom, there is a help icon (?), a "Configure New Digital ID" button, a "Cancel" button, and a "Continue" button.

5. Enter the password for the signature. Click **'Sign'**.

IMPORTANT - If you want to ensure there are no changes made to the document after you sign it, make sure you select the "Lock document after signing" check box.

The dialog box is titled "Sign as 'John Doe'" and has a close button (X) in the top right corner. Below the title bar, there is an "Appearance" section with a dropdown menu set to "Standard Text" and a "Create" button. The main area shows a preview of the signature: "John Doe" in large text, a red cursive signature, and the text "Digitally signed by John Doe Date: 2020.07.14 16:07:44 -04'00'". Below the preview, there is a checkbox for "Lock document after signing" and a "View Certificate Details" link. There is a section for "Review document content that may affect signing" with a "Review" button. At the bottom, there is a password field (represented by dots), a "Back" button, and a "Sign" button.

6. Save the document.

Related articles

- [Creating An Adobe Digital ID and Signing/Securing a PDF Document](#)
- [Creating an Email Signature](#)



Unknown macro: 'hideelements-macro'